



CITY OF LYNNWOOD
invites applications for the position of:
**Court Operations
Supervisor**

The City of Lynnwood is an equal opportunity employer and strives to employ a diverse workforce reflective of the community it serves. Qualified applicants with multicultural experience and/or backgrounds are strongly encouraged to apply.

SALARY

Hourly
\$31.69 - \$40.09

OPENING DATE: 03/03/15

CLOSING DATE: 03/23/15 11:59 PM

SUMMARY:

The individual assigned to this position provides daily supervisory functions as well as training, evaluations and development of court staff. This individual oversees accounting, collections, development and implementation of court procedures and policies under the direction of the court administrator. Additionally, this individual serves on judicial branch committees to enhance and promote municipal court justice.

****Please attach a letter of interest detailing why you believe you are the most qualified for this position and why you want the position. Applications without a letter of interest will not be considered.**

**ESSENTIAL
FUNCTIONS**

- Assume duties of the court administrator in his/her absence as required.
- Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities.
- Conduct applicant job interviews. Select, orient and train new employees. Assure the availability of adequate staff equipment and facilities.
- Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established City policy.
- Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- Assist Court Administrator with case flow management; research and organization of data; development of special projects, reports and studies; analyzing and organizing information and reports related to administrative support activities and making recommendations to the Court Administrator, as appropriate.
- Provides input to annual budget for full and part-time staff, equipment and materials for business operations; initiate requisitions, maintain records for expenditures; assures adherence to approved budget.

- Serve as Court Clerk while court is in session and record and document proceedings.
- Perform related duties as assigned.

**MINIMUM
QUALIFICATIONS**

Bachelor's degree in business or criminal justice or closely related field plus two years experience in court management or an equivalent combination of related education and experience.

**ADDITIONAL
INFORMATION**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ci.lynnwood.wa.us/jobs>

OUR OFFICE IS LOCATED AT:

City of Lynnwood

PO Box 5008

Lynnwood, WA 98046-5008

425-670-5084

425 670-5000

lcharles@ci.lynnwood.wa.us

Job #2015-00369
COURT OPERATIONS SUPERVISOR
LC

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